

## **MATERIALS CERTIFICATE AUDIT – METHOD 3**

### **(RANDOM IN-DEPTH AUDIT)**

- 1. The in-depth audit may be conducted at any time during the progression of the project. This audit may be conducted either on-site or records will be sent to Materials Audit at OMR.**
- 2. The Area Engineer will be notified of the audit date after random selection has been made.**
- 3. The Materials Audit Unit will review project file documents to authenticate the MC Checklist, which has been verified and certified by the Project Engineer and the Auditor.**
- 4. The Project Engineer still maintains copies of all Lab test reports, inspection reports, pay reports, approval letters, consultant/sponsor letters, and manufacturer's material certifications and test analysis in the project file (i.e., DOT forms 159, 553, 164, 549, 546, 627, etc. – all reports under columns “E” and “J” on the Checklist).**
- 5. All reports should be verified to meet GDOT Specifications, Project Plans, QPL approval, Special Provisions, and the Sampling and Testing Manual.**
- 6. Submit a “Materials Disposition – DOT-633,” for all failing, missing, and non-inspected materials, except concrete.**
- 7. Submit Swiss hammer test results for missing, destroyed, or failing concrete cylinders.**